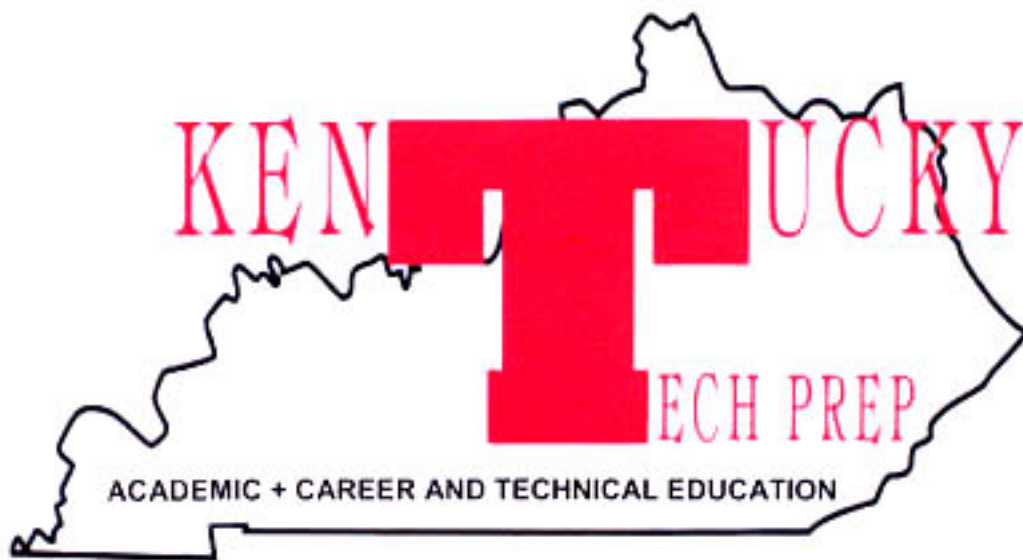


KENTUCKY TECH PREP GUIDELINES



2003-2004

*Workforce Development Cabinet
Department for Technical Education*

KENTUCKY TECH PREP GUIDELINES

2003-2004

The Workforce Development Cabinet, Department for Technical Education, does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in vocational programs, activities, or employment in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. For more information, contact the Kentucky Tech Ombudsman, Department for Technical Education, 500 Mero Street, Capital Plaza Tower, Frankfort, KY 40601, phone (502) 564-8324.

Printed With Federal Funds

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***Resources and references for this document are available upon request from the
Office of the Kentucky State Tech Prep Director***

INTRODUCTION

The Kentucky Department for Technical Education is issuing a Request for Proposal (RFP) for the development, implementation and continuous improvement of Tech Prep 2+2 programs beginning July 1, 2003. The information provided in these guidelines includes the required components for the Tech Prep program. Please read these guidelines carefully, keep them on file, and refer to them throughout the year as you develop and continuously improve the program for new activities that increase the academic and technical skills of students enrolled in Tech Prep courses of study.

Tech Prep by definition is a technical education program and must meet the same accountability measures as non Tech Prep technical education programs. Increased accountability is a major component of the Perkins Act of 1998. Under the reporting requirements, states must review and revise data collection methods to promote continuous program improvement and increased student achievement. The requirements indicated in these guidelines reflect the data that sites must collect and compare to show measurable improvement. The data will be used for program evaluation and planning the changes that need to occur for continuous program improvement.

*Proposals for the 2003-2004 school year must be received by **March 6, 2003**. Mail **three (3) typewritten copies of the proposal and three (3) sets of all supporting documentation** to Charlene Baxter, Department for Technical Education, 2032 Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601. **Fax and e-mail copies will not be accepted.***

If you have any questions concerning the Request for Proposal, contact Dr. Ahmed Sabie, State Tech Prep Director, (ahmed.sabie@mail.state.ky.us), or Charlene Baxter, Tech Prep Consultant (charleneg.Baxter@mail.state.ky.us) email or by phone (502) 564-4286.

WHAT IS KENTUCKY TECH PREP?

- TECH PREP** combines at least two years of secondary and two years of postsecondary (2+2) education in a sequential course of study without duplication of course work.
- TECH PREP** integrates academic, career and technical education and, if appropriate and available, includes work-based learning opportunities related to students' career plans.
- TECH PREP** provides technical preparation for careers.
- TECH PREP** builds student competence in core academic and technical areas.
- TECH PREP** leads to an associate or a baccalaureate degree or a postsecondary certificate in a specific technical career field through articulation agreements developed by the consortium. (secondary and postsecondary partners)
- TECH PREP** leads to placement in appropriate employment and/or further education.

FEDERAL LEGISLATION DESCRIPTION

Federal legislation describes a Tech Prep program as a program of study that combines at a minimum two years of secondary technical education (as determined under state law) with a minimum of two years of postsecondary technical education in a non-duplicative, sequential course of study; integrates academic and career and technical instruction and utilizes work-based and work-site learning where appropriate and available; provides technical preparation in a career field such as engineering technology, applied science, mechanical, industrial, or practical art or trade, agriculture, health occupations, business, or applied economics; builds student competence in mathematics, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics; and integrated instruction in a coherent sequence of courses; leads to an associate or a baccalaureate degree or a postsecondary certificate in a specific career field; and leads to placement in appropriate employment and/or further education.

Therefore, the objective of this Request for Proposal is to DEVELOP AND CONTINUOUSLY IMPROVE Tech Prep programs that:

- provide a coherent sequence of integrated career and technical and academic courses within secondary and postsecondary levels that lead to an occupation.
- raise expectations and standards of students.
- use applied academic skills in work-related situations.
- provide a comprehensive career guidance program that includes planning and assessment for secondary and postsecondary students, as well as, placement upon program completion into additional education and/or employment.
- teach students to transfer skills in using computers and other modern technologies as well as workplace readiness skills.
- restructure career technical curriculum to encourage more rigorous academic and technical preparation.
- develop work-based learning opportunities relating to students' program and career goals.
- promote school dropout prevention and re-entry.
- use educational technology and distance learning, as appropriate, to involve all the consortium partners more fully in the planning, development, operation, evaluation, and improvement of Tech Prep programs.

RATIONALE

Rapid advances in technology in the workplace have brought about significant changes in the competencies needed by the labor force. Employers are demanding workers who can apply higher math and science competencies necessary for technical careers; communicate effectively, both orally and in writing; and solve problems within a variety of complex situations. To assist in meeting this demand, Tech Prep programs prepare young people for advanced academic/technical education and the ever-changing demands of the workplace.

OVERALL PROGRAM REQUIREMENTS

(NOTE: Item numbers 2, 4, 5, 16 and 19 will need supporting documentation submitted with the RFP.)

Complete the self-study/evaluation document that is available on-line at <http://162.114.19.74/Infopoll/surveys/s15.htm>. All information requested on the document must be completed thoroughly and accurately to be considered for funding.

Schools and institutions interested in developing and continuously improving the Tech Prep program must be willing to provide measurable evidence of the following requirements

1. Utilize a steering committee composed of both secondary and postsecondary vocational-technical and academic teachers, counselors, administrators, business and industry representatives, parents, students, and other community stakeholders (see page 7 for more information on involvement of business and industry).
2. **Implement a Tech Prep articulated program that links secondary and postsecondary education in each career cluster through sequential, non-duplicative course sequences that lead to an occupation and increased student achievement and verify acceptance of advanced placement in postsecondary programs. (Sequence of Courses)**
3. Design and provide professional development training for academic and career and technical teachers from all participating institutions (secondary and postsecondary) to implement Tech Prep program.
4. **Identify criteria for student recruitment/selection into the Tech Prep program including outreach and recruitment for special populations. (Examples: brochures, open house invitations, newspaper clippings, etc.)**
5. **Develop and implement a comprehensive guidance plan for school staff including career awareness, exploration, assessment, planning, and development of an individual graduation plan. (IGP form)**
6. Revise existing courses of study to implement technical courses that include current technologies, applied academics, and high-level content.
7. Seek the commitment and involvement from both secondary and postsecondary institutions to assure a non-duplicative continuum of course content that leads to a specific postsecondary educational outcome and provides advance placement in program for student
8. Develop, implement, and improve work-based learning opportunities relating to students' career goals (see page 7 for more information on involvement of business and industry).
9. Implement strategies to address the issue of school dropout prevention and re-entry.
10. Use distance learning through educational technology (such as KET, KTLN, Kentucky Virtual High School, Kentucky Virtual University, the Internet, etc.) that more fully involve all consortium partners in the development, operation and improvement of programs.
11. Identify Tech Prep students (secondary and postsecondary).
12. Identify a Tech Prep site coordinator with time necessary to coordinate activities to successfully plan and implement the Tech Prep initiative. It is recommended that one coordinator be designated for the consortium. A reasonable amount of funds must be allocated to the site coordinator based on time spent on Tech Prep activities outside the regular workday. The time may be equivalent to one or two periods per day. For sites (consortiums) that have more than one high school, a contact person may be identified at each school to be responsible for Tech Prep implementation and may be paid no more than \$1,000.

13. Use and improve the curriculum development plan that includes integration of academic and career and technical education.
14. Develop Tech Prep promotional activities for students, parents, business/industry, and community members.
15. Implement a plan for integrating real-world relevant teaching strategies into all core academic and technical knowledge skills (math, science, language arts, and social studies).
- 16. Implement instructional strategies to assure that special populations will achieve at the same level as all other students.**
17. Attend Tech Prep site coordinators meetings as called by the state agency. The meeting attendees must be the site coordinator, school coordinator(s), and/or other representatives as requested by the state office. Meetings are usually held in the fall, spring, and at summer conference. Failure to attend these meetings will result in discontinuation of funding.
18. Utilize data provided on the TEDS reporting system to follow-up on Tech Prep students and statewide performance measures including academic and technical attainment; postsecondary placement; program completion; retention in employment, military, or advanced training; non-traditional participation; non-traditional program completion and employer satisfaction.
- 19. Develop and implement an on-going innovative project. Innovative projects should be expanding in nature and add to the overall body of knowledge and skills for students. Below are some helpful guidelines.**
 - Does the project connect curriculum and assessment?
 - What program areas are involved?
 - Does the project use alternative ways of increasing student learning/thinking?
 - Does the project require collaboration outside the educational community to implement? (example- local employers, community organizations, local government)
 - Is the project measurable and can it be replicated?

STEERING COMMITTEE

Organize a steering committee to develop the proposal and to direct the overall planning, implementation, and evaluation of the Tech Prep program and activities. One steering committee may be formed to supervise Tech Prep, *High Schools That Work*, and School To Careers. The steering committee must consist of administrators, counselors, academic and vocational-technical teachers from secondary schools and postsecondary institutions, parents, students, and representatives from local business and industry and labor. At least two steering committee meetings must be held yearly. Minutes of meetings documenting achievements and changes made to improve programs and list of participants must be kept on file. The steering committee must develop plans with measurable objectives for:

- career awareness and exploration.
- comprehensive guidance program and assessment.
- curriculum revision activities - integrated academic and vocational-technical.
- course of study with a minimum 2+2 provision.
- placement, co-op, apprenticeship and work-based learning activities .
- professional development for secondary and postsecondary academic/vocational-technical teachers, counselors, and administrators.
- internal and external marketing to all partners.
- detailed evaluation of progress toward goals and activities of the project and increased student achievement.

BUSINESS AND INDUSTRY ROLE

Business and industry must be an active partner in developing, implementing, and evaluating the Tech Prep program by:

- actively participating on the steering committee to ensure that the Tech Prep consortium is meeting employer needs.
- actively participating in developing integrated academic and vocational-technical curriculum materials.
- providing assistance in sponsoring Tech Prep educational activities such as sharing facilities, equipment, and materials.
- providing support for the development of work-based learning opportunities.
- providing professional development in total quality management, team building, and continuous program improvement.

WHO IS A TECH PREP STUDENT?

A Tech Prep student is identified as a student with an individual graduation plan that is enrolled in non-duplicative secondary and postsecondary integrated academic/technical course sequences and results in a postsecondary educational outcome in a technical career.

BUDGET INFORMATION

The initial proposal should include a detailed budget for all partners (applicants) high school, locally operated technical school, area technology center, and postsecondary institution. Funds may be used for the following activities at the secondary and postsecondary levels:

Expenditures APPROVABLE with Tech Prep Funds

Personnel:

- Stipends to teachers for curriculum work, staff development, and other related activities during the summer or when school is not in session, or outside the regular workday.
- Substitute pay for teachers to work on related activities or attend Tech Prep meetings, workshops, conferences, etc. during the school year.
- Sites with more than one high school in their consortium may pay an individual contact person a stipend (consultation beyond regular school day). This stipend must not exceed \$1,000. (see page 5, item #12)
- Consultant (honorarium and travel expenses) to provide technical assistance with specific Tech Prep activities. NOTE: You may pay a teacher that works on Tech Prep activities outside the regular workday only if they are not receiving compensation from another source.

Travel:

- Travel expenses (in-state and out-of-state) and registration fees for workshops, conferences, meetings, etc., for secondary and postsecondary academic and career and technical teachers, administrators, counselors, and others related to the project activities.

Operating:

- Supplies - must be non-consumable and for demonstration purposes only (not for student use). Instructional supplies such as videotapes or items that will be used for demonstration purposes and not discarded are approvable. Individual Graduation Plan folders are not approvable.
- Printing materials necessary for the operation of the program. Example: If funds are used for printing curriculum for advisory handbooks, the handbooks must also include current secondary and postsecondary course sequences, updated articulation agreements, and must be updated on an annual basis. The notebooks must be used for reference and may not be for student ownership.
- Computer software for upgrading vocational-technical programs.
- Audio-visual materials.
- Resource materials (non-consumable and not for student ownership).
- Public relations/marketing materials (informational brochures, newspaper ads, promotional videos for parents, students, and community).
- Program Evaluation (*HSTW* Assessment for identified Tech Prep students only and if a HSTW Site)

Equipment:

- Equipment approval will be based on justification in the five-year timeline as necessary for continuous program improvement.

Expenditures NOT APPROVABLE With Tech Prep Funds:

- Activities for middle schools (assessment, professional development, career awareness materials, etc.) According to the Perkins Act of 1998, funds must be used to develop and operate a four- to six-year tech prep program.
- Individual Graduation Plan folders
- Student transportation (field trips, student organization meetings, etc.)
- Classified salaries (secretary, bookkeeper, bus driver, etc.)
- Student consumables (items that become property of student such as textbooks, workshops, project materials)
- Student activities (awards, fees, registrations, scholarships, etc.)
- Furniture (desk, tables, filing cabinets, etc.)
- Travel expenses for advisers and students to student organization meetings
- Promotional items (T-shirts, cups, pencils, etc.)
- Maintenance of equipment
- Postage, monthly telephone, on-line services, etc.
- Dues for professional organizations
- Food/refreshments
- Consumable supplies such as paper, ink cartridges, lumber, etc.

Consumable and non-consumable items will be approved on a case-by-case basis.

Approvable Tech Prep Professional Development Activities For Secondary and Postsecondary Partners

Below is a list of approvable Tech Prep professional development activities for 2003-2004. Sites may choose to attend other meetings and workshops that relate to Tech Prep requirements as information is received. Professional development activities must relate to implementation of project activities and must include secondary and postsecondary academic and career and technical teachers, counselors, and administrators. Approvable activities include, but are not limited to, the following and ARE LISTED IN PRIORITY ORDER:

- Tech Prep meetings called by the Department for Technical Education (twice yearly)
- Statewide career and technical education conference (sessions pertaining to Tech Prep activities).
- Annual Tech Prep National Conference
- Meetings/workshops/conferences pertaining to required components of Tech Prep including articulation, development of secondary and postsecondary course sequences, academic and career and technical integration, strategies to assure that special populations achieve at the same level as other students, involvement of business and industry, curriculum revision
- SREB Annual Conference/*High Schools That Work* professional development activities that are applicable to Tech Prep
- ACTE Convention (sessions pertaining to implementation of Tech Prep)
- Kentucky Teaching and Learning Conference
- Applied teaching workshops
- Technical Upgrade Training (current industry standards, computer applications, innovative teaching strategies, etc.)

TECH PREP REQUEST FOR PROPOSAL INFORMATION 2003-2004

WHO MAY APPLY

The Tech Prep Request for Proposal is to be developed jointly by the institutions listed below, both secondary and postsecondary institutions should be represented. Beginning this year, the area technology centers are eligible to be the fiscal agent. The area centers must have a local high school and postsecondary partner, in order to be the fiscal agent. There can be only one fiscal agent per school district (consortium).

Secondary

Local School District
Area Technology Center

Postsecondary

Technical College
Community College
College or University

PROJECT TIMELINES

Projects approved for funding will begin July 1, 2003 and end June 30, 2004. Future funding will be determined each fiscal year based on the availability of funds and progress made toward the successful completion of project objectives. All proposals must include detailed secondary and postsecondary five-year timelines. Notification of approval will be made by July 1, 2003 pending all requirements have been met. No funds may be carried forward. Expenditures must be for items purchased and received by June 30, 2004. Funds may not be encumbered. Quarterly Reimbursement Request and Summary Sheets will be sent with final approval documents. These forms must be submitted on a quarterly basis to receive reimbursement for expenditures. The Department for Technical Education will not accept MUNIS reports as a request for reimbursements.

FORMAT FOR PROPOSALS

Submit three (3) typewritten copies of the proposal and three (3) sets of all supporting documentation in the following format:

- Typewritten (12 pt.)
- Print on one-side only

Proposals must be received by March 6, 2003. Fax and e-mail copies will not be accepted. Mail all copies of proposal to Charlene Baxter, Department for Technical Education, 2032 Capital Plaza Tower, 500 Mero Street, Frankfort, Kentucky 40601.

FUNDS AVAILABLE

Projects will be funded through Request for Proposal (RFP) available through the Carl D. Perkins Vocational Technical Education Act, 1998 and state general funds. Funds must be expended on both secondary and postsecondary Tech Prep programs. Funds are awarded on an annual basis. These funds are for the period July 1 through June 30. These funds may be withdrawn with thirty-day notice based upon failure to complete program requirements and expectations.

HIGH SCHOOLS THAT WORK INFORMATION

Approved Tech Prep sites for 2003-2004 may become or continue as *High Schools That Work* sites. Approved Tech Prep sites that are approved *HSTW* sites for 2003-2004 may use Tech Prep funds to participate in the *HSTW* professional development activities related to Tech Prep program requirements and to fund the *HSTW* assessment. Schools must test all seniors (if fewer than 60) or at least 60 senior students to qualify for Tech Prep reimbursement. Tech Prep students must be identified according to the definition given in the guidelines.

PROPOSAL REVIEW/EVALUATION PROCESS

Each proposal received will be reviewed and evaluated by a team of reviewers from the Department for Technical Education, the Department of Education, secondary and postsecondary institutions and business and industry representatives. Approval will be based on the following:

- Recommendations from the Statewide Review Team, they will review the following:
 - the self-study/evaluation and supporting documentation
 - request for proposal form (overall program requirements and supporting documentation)
 - A technical assistance visit may be needed in some cases.
- Final recommendation from the Kentucky Tech Prep State Director
- Final approval of the proposals will be made by the Commissioner, Kentucky Department for Technical Education

FUNDING

New Tech Prep sites may be funded up to \$10,000 for development and operation. Secondary school sites continuing Tech Prep implementation may receive up to \$20,000, locally operated technical schools and area technology centers may receive up to \$10,000, and postsecondary institutions may receive up to \$10,000. A postsecondary partner with more than one secondary site will still be limited to up to \$10,000 total. (*A Tech Prep consortium is a combination of a secondary school, an area technology center and a postsecondary institution. A consortium with one secondary school could receive up to \$40,000 Total.*)

REQUEST FOR PROPOSAL TECH PREP GRANT - 2003-2004

(COVER PAGE)

Please provide complete information

A. FISCAL AGENT (DISTRICT/INSTITUTION): _____

ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

B. SITE COORDINATOR: _____

ADDRESS: _____

PHONE NO. _____ FAX NO: _____ E-MAIL: _____

C. CONSORTIUM MEMBERS (SECONDARY AND POSTSECONDARY):

| <u>Secondary School(s)/Institutions(s)</u> | <u>Address</u> | <u>Phone Number</u> |
|--|----------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

| <u>Postsecondary Institutions</u> | <u>Address</u> | <u>Phone Number</u> |
|-----------------------------------|----------------|---------------------|
| | | |
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| | | |

D. PROVIDE THE FOLLOWING DATA FOR EACH SECONDARY SCHOOL LISTED ABOVE INCLUDING LOCALLY OPERATED VOCATIONAL SCHOOL/AREA TECHNOLOGY CENTER/TECHNICAL COLLEGE IF APPLICABLE:

| SCHOOL | TOTAL SCHOOL ENROLLMENT | NUMBER CERTIFIED STAFF | HSTW SITE | | 1 ST YEAR TECH PREP APPLICANT | |
|--------|-------------------------------|------------------------------|-----------|----|--|----|
| | | | Yes | No | Yes | No |
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REQUEST FOR PROPOSAL FORM

2003-2004

Project Duration

From:

JULY 1, 2003

To:

JUNE 30, 2004

- A. **Introduction.** Summarize outcomes of past projects if continued funding is requested. If new project, explain the operation and development of Tech Prep in detail. Use additional space if needed.

- B. **Needs.** Identify the needs assessment results for the Tech Prep program based on the self study/evaluation or technical visit (if applicable).

- C. **Tech Prep Program Objectives.** Describe how your site will improve the Tech Prep Program at your site.

- D. **Methods.** Describe the activities, services, and products that will be completed within a certain time schedule for Tech Prep in order to meet the objective and continuous improvement. (Please complete the schedule below.)

TIME SCHEDULE (List major events and activities and indicate month of occurrences.)

| # | MAJOR ACTIVITIES | J | F | M | A | M | J | J | A | S | O | N | D |
|----|------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | |
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| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |

Final Products to be Delivered by:

Month:

June 30

Year:

2004

E. **Evaluation.** Describe the expected outcomes to be met and the program evaluation process.

F. **Future Operation and Development.** Describe your Five-Year plan for sustaining the Tech Prep Program at your site.

The undersigned have reviewed the goals and requirements for Tech Prep and accept them as the basis for implementing change to increase student achievement:

SIGNATURES:

FISCAL AGENT: Chief School/Institution Administrator

Date

(For each participating secondary school including locally operated technical school, area technology center or technical college serving secondary students, if applicable):

SECONDARY:

| | | |
|---|--------------------------------|---------------|
| _____ Superintendent | _____ Local School District | _____ Date |
| _____ Technical School/ATC Principal/TC Director | _____ School/Institution | _____ Date |
| _____ High School Principal | _____ School | _____ Date |
| _____ High School Principal | _____ School | _____ Date |
| _____ High School Principal | _____ School | _____ Date |
| _____ High School Principal | _____ School | _____ Date |
| _____ High School Principal | _____ School | _____ Date |
| _____ Site-Based Member (other than principal) | _____ School | _____ Date |

POSTSECONDARY:

| | | |
|---|----------------------|---------------|
| _____ Postsecondary Financial/Business Officer | _____ Institution | _____ Date |
| _____ Postsecondary Financial/Business Officer | _____ Institution | _____ Date |
| _____ Postsecondary Financial/Business Officer | _____ Institution | _____ Date |
| _____ Postsecondary Financial/Business Officer | _____ Institution | _____ Date |
| _____ Postsecondary Financial/Business Officer | _____ Institution | _____ Date |

RETURN COMPLETED RFP AND SIGNATURE PAGE TO:

CHARLENE BAXTER, TECH PREP CONSULTANT
DEPARTMENT FOR TECHNICAL EDUCATION
2032 CAPITAL PLAZA TOWER, 500 MERO STREET
FRANKFORT, KENTUCKY 40601

KENTUCKY TECH PREP BUDGET REQUEST SHEET 2003-2004

FISCAL AGENT: _____

| Budget Request Sheet must be typewritten | REQUESTED FUNDS | APPROVED FUNDS DTE Use Only | BUDGET EXPLANATION/JUSTIFICATION |
|---|--------------------|-----------------------------------|----------------------------------|
| List each partner under each expenditure. (Secondary, Postsecondary, ATC and Locally Operated Technical School) | | | |
| PERSONNEL COSTS | | | |
| School/Institution | | | |
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| OPERATING COSTS | Requested Funds | Approved Funds DTE Use Only | Budget Explanation/Justification |
| School/Institution | | | |
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PLEASE PROVIDE COMPLETE INFORMATION!

| TRAVEL | Requested Funds | Approved Funds DTE Use Only | Budget Explanation/Justification |
|--------------------|-----------------|--------------------------------|----------------------------------|
| School/Institution | | | |
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| EQUIPMENT | Requested Funds | Approved Funds DTE Use Only | Budget Explanation/Justification |
| School/Institution | | | |
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PLEASE PROVIDE COMPLETE INFORMATION!

CONSORTIUM **BUDGET SHEET**

| TOTALS | TOTAL Requested Funds | TOTAL Approved Funds DTE Office Use Only |
|---------------------------|------------------------------|---|
| School/Institution | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL FISCAL AGENT | | |

In-kind services to be provided: \$ _____

Description of in-kind services: _____

 LOCAL SCHOOL DISTRICT SUPERINTENDENT or
 POSTSECONDARY INSTITUTION (Fiscal Agent)

DATE: _____

APPROVED BY:

 Ahmed Sabie, Director
 State Tech Prep
 Kentucky Department for Technical Education

DATE: _____

Note from the State Tech Prep Director: _____

CABINET FOR WORKFORCE DEVELOPMENT
DEPARTMENT FOR TECHNICAL EDUCATION

CERTIFICATIONS AND ASSURANCES FOR COMPLIANCE
TITLE VI, CIVIL RIGHTS LAW OF 1964
KRS 344.015

A recipient of federal funding must be in compliance with the following state and federal laws and regulations in order to receive federal funds. If any of these laws and regulations cannot be complied with by the _____ (name of subrecipient) federal funds shall not be released. Execution of this contract, signifies the _____ (name of subrecipient) certification and assurance of compliance which shall be treated as a material representation of fact upon which reliance will be placed by the Department for Technical Education.

NONDISCRIMINATION

The _____ (name of subrecipient) shall not discriminate in employment or service delivery and program participation on the basis of race, color, national origin, sex, disability, age, religion or marital status in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, Executive Order No. 11246 of September 24, 1965, as amended, and all other applicable laws which prohibit discrimination and implementing regulations, guidelines, and standards lawfully adopted and promulgated under those laws.

Inquiries and/or complaints concerning discrimination in employment or services may be addressed to _____ (name) Equal Opportunity Coordinator, at _____ (address) _____ (phone number).

CERTIFICATION

TITLE VI

In compliance with KRS 344.015, the Department for Technical Education has adopted a Title VI Plan. Any subrecipient shall likewise adopt this Title VI Plan or certify compliance with its own Title VI Plan.

_____ (name of subrecipient) adopts and shall comply with the provisions of the Workforce Development Cabinet Title VI Plan which has been attached here to and made a part of this contract. The Responsible Official for Title VI compliance is _____ (name) _____ (address) _____ (phone number).

or

_____ (name of subrecipient) has a Title VI Plan to which it complies; a copy of which has been submitted with this certification to the Department for Technical Education. The Responsible Official for Title VI compliance identified in that Plan is _____ (name) _____ (address) _____ (phone number).

ASSURANCES

SENATE BILL 258

The _____ (subrecipient) agrees to comply with Senate Bill 258, Chapter 491 Acts of 1994, codified at KRS.45A.485, and shall:

1. Reveal any final determination of a violation within the previous five (5) years of any provision of KRS Chapters 136, 139, 141 (taxes), 337 (wage and hour), 338 (OSHA), 341 (unemployment compensation), and 342 (workers compensation) that apply to the _____ (subrecipient); and
2. Be in continuous compliance with the above referenced laws of the Commonwealth that apply to the _____ (subrecipient's) for the duration of the award.

The _____ (subrecipient) certifies that it is in compliance with the provisions of the Drug-Free Workplace Act of 1998 including:

1. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the _____ (subrecipient's) workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. establishing an ongoing drug-free awareness program for employees;
3. enforcing the policy with all employees engaged in the performance of this award.
4. notifying the Department for Technical Education in writing within ten calendar days after receiving notice of a conviction of an employee for the violation of a criminal drug statute occurring in the workplace and the action taken with respect to the employee.

DEPARTMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The _____ (subrecipient) certifies that:

1. Neither the _____ (subrecipient) nor its principals and/or subrecipients are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in these transactions by any Federal department or agency.
2. The instruction for certification, which are an integral part of this certification, have been read and agreed to by the _____ (subrecipient).
3. Where the prospective subrecipient of Federal funds is unable to certify to any of the statements in this certification, such prospective subrecipient shall submit an explanation to the Department for Technical Education.

LOBBYING

The _____ (subrecipient) certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the _____ (subrecipient) to any person to influence, either directly or indirectly, the introduction or modification of any federal or state legislation, or the outcomes of any federal, state, or local election, referendum, or initiative. No federally appropriated funds have been paid or will be paid by or on behalf of the _____ (subrecipient) to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officers or an employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal award, grant, loan, or cooperative agreement.
2. If any funds, other than federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, or an employee of a member of Congress in connection with this Subgrant Agreement, the _____ (subrecipient) shall complete and submit standard form LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.
3. The _____ (subrecipient) shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

SIGNATURE OF CHIEF SCHOOL OFFICER

DATE

Check List

Have you:

- ☐ completed the Tech Prep Survey (Self Study on the Web)?
- ☐ addressed all the items on the RFP?
- ☐ included all partners when completing the RFP? (*High School, ATC, Postsecondary Institution*)
- ☐ obtained all the necessary signatures?
- ☐ enclosed all supporting documentation for the program requirements?
 - Item #2 - Sequence of Courses
 - Item #4 - Brochures, Open House Invitations, Newspaper Clippings
 - Item #5 - IGP (Individual Graduation Plan-blank)
 - Item #16 - Plan for Special Populations students to achieve at the same level as all other students
 - Item #19 - Innovative Project
- ☐ enclosed the completed and signed Certifications and Assurances?
- ☐ enclosed the signed Budget Request Sheet?

NOTE: If you mailed part or all required supporting documentation with your self study you do not have to send it again!